



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS PACIFIC
CAMP SMEDLEY D. BUTLER, OKINAWA
UNIT 35006
FPO AP 96373-5006

IN REPLY REFER TO:
5090
G-F/EAB/28547
23 Jan 2012

MEMORANDUM

From: Environmental Management System Manager
To: Core Team Members

Subj: ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) CORE TEAM MEETING
MINUTES

Ref: (a) MCBJO 5090.1B

Encl: (1) Agenda
(2) Q&A from LSS project briefed at Core Team Mtg on 7 Dec 2011
(3) Attendance Roster

1. Per the reference, the EMS Core Team met on 07 December 2011. The agenda is contained in enclosure (1), Q&A from Lean Six Sigma (LSS) project briefing is contained in enclosure (2) and a list of attendees is contained in enclosure (3).

2. Meeting. The meeting began at 0900.

a. The Commander's Environmental and Energy Management Review Board (CEEMRB) met on December 1st. It is an annual senior management review of EMS. Iwakuni, Fuji, and MARFORPAC participated via VTC. The MCIPAC Environmental Policy Statement was reviewed at the board and was signed by the Commanding General (CG) in January. Proposed FY12 objectives and targets were approved and published. The CEEMRB minutes were distributed on 15 December.

b. (b) (6) requested the following during the CEEMRB:

(1) Emphasize the following to your units: Maintain clean, well managed hazardous material storage and hazardous waste accumulation areas; clean small spills quickly; call 911 for large spills; properly dispose of all waste prior to deployment; support recycling program in living and work areas, especially in barracks.

(2) Maintain close contact with your camp/station environmental staff.

c. The following issues were discussed during the CEEMRB:

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MINUTES

(1) The CG wants quarterly meetings with Commanders beginning in March. Meetings will assist Commanders in the very vital areas of Environmental Protection and Energy Conservation.

(2) 40% of waste from MCB Butler going to landfill can be recycled.

(3) A/C will be shutdown from December to March

d. FY12 EMS Objectives & Targets.

(1) Objective 1: Reduce the impact of solid waste generation. Target 1: Divert 50% of non-hazardous solid waste from the waste stream by FY15 (FY12 Target: 44%). Target: 2. Divert 60% of construction and demolition debris from the waste stream by FY15 (FY12 Target: 54%).

(2) Objective 2: Reduce energy use in buildings. Target: Reduce energy intensity of facilities by 37.5% by FY20 using FY03 as baseline (FY12 Target: 3% reduction from FY11).

(3) Objective 3: Reduce vehicle fuel consumption and air emissions. Target: Reduce use of petroleum products by vehicle fleets by 30% by FY20 using 2005 as baseline (FY12 Target: 3% from FY11).

(4) Objective 4: Reduce the impact of HAZMAT storage and usage. Target: Reevaluate the HAZMAT Authorized Use List (AUL) process.

e. Environmental Compliance Evaluation (ECE). FY12 is Benchmark ECE at MCB Butler and MCAS Futenma. The Benchmark ECE is conducted by Marine Corps Installations Command (MCI-COM) on a 3-year cycle. During the meeting, it was reported that the FY-12 ECE was scheduled to be conducted in January, but after the meeting, the environmental staff learned that the ECE was postponed until June. The purpose of the ECE is to assess the Command's environmental compliance status and recommend appropriate corrective and preventive actions or improvements. The auditors will be reviewing documentation, interviewing personnel, and conducting field and site visits. The scope of evaluation will be based on requirements from JEGS, OEBGD, and Marine Corps policy for each environmental media area

f. Practice Aspect Impact (PAI) Transition to Web Compliance Assessment and Sustainment System (WEBCASS). WEBCASS is the new program that will be used by the Marine Corps to manage compliance. This program has a new practice inventory and risk ranking system. Environmental is currently migrating the MCB Butler data into WEBCASS and will staff the information to the Core Team for input soon.

g. Document Update.

(1) The following documents were completed this quarter: EMP 3.1.1 Temporary Fire Hydrant Water Use Permit Form, EMP 3.2.4 RP Test Form ver 2, EMP 13.3 Protected Species in CTA and JWTC Vol. 1, EMP 13.3.1 Protected Species in CTA and JWTC Vol. 2, EMSP 11.3 Reportable Spill Roster ver 3, EMP 1.1 Continuity Binder ver 3, EMP 1.3.1 Env App Ltr ver 3, EMP 3.2.7 Application for Certification Form, EMP 13.7 Cane Toad Flyer, EMP 4.13 WWTP

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Operator Training SOP ver 3, EMSP 2.1 Legal and Other Requirements ver 3, EMP 7.2
Festivals & Unit Functions SOP Ver 3, EMSP 5.1.1 Objectives and Targets ver 8.

(2) The following documents are currently being updated: EMSP 09.4 ECC Final Exam
EMSP 9.5.1 ECC Refresher, EMP 01.2 ECPSOP, EMSP-09.1 Comprehensive Environmental
Training & Education Plan (CETEP)

(3) The following documents were cancelled this quarter: EMP 13.5 Protected Animals in
CTA and JWTC and EMP 7.11 "Used Cooking Oil Disposal" flyer.^{(b) (6)} MCAS
Futenma Camp Environmental Coordinator, pointed out few issues about disposing cooking oil
during the holidays at the hangars.^{(b) (6)} Total Waste Section Director, suggested
contacting Facilities Support Contracts (FSCU) for the recycling of cooking oil.

(4) The following emergency response plans are still in draft: MCBJO 5090.2A Spill
Prevention & Response Plan, Site Specific Spill Plans (SSSP), Spill Prevention Countermeasure
and Control (SPCC) Plans, and a Tsunami SOP.

h. ^{(b) (6)} Environmental Support Team Supervisor, briefed the following Reduction of
Hazardous Waste LSS Project:

(1) Problem: MCB Butler generated approx 37K lbs per year of expired Hazardous Material
(HM) for disposal.

(2) Goals: 1. Reduce expired HM disposal by 12% by procuring and managing HM
efficiently. 2. Ensure the command uses greener products within 12 months. 3. Reevaluate HM
Authorized User's List (AUL) procurement process for Major Subordinate Commands (MSC)
and tenants.

(3) ^{(b) (6)} presented data of excess and expired HM generated from Marine Corp
Installations on Okinawa. He explained how the LSS team processed and analyzed the data, what
tools have been used, what are the causes of the problem, who is causing the problem and the
implementation plan. Some of the recommendations the team came up with during the project
are:

(a) Implement approving process with new AUL form. Add Unit Commander
(Designated Official), Installation Safety Office (ISO) & Environmental for AUL approving
process and initial weekly approval meetings for AUL's (ISO, ENV, Industrial Hygiene).

(b) Update BO5100.31A, SOP 9. MCCA activities must use JEMMS for HM
Procurement (NAVMC DIR 5100.8).

(c) Improve HM management and address AUL, Shelf Life and force-fed HM. Frequent
HM locker inspections by Units, MSCs, and ISO.

(d) Charge units for cost of disposal for expired HM due to mismanagement

Subj: ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) CORE TEAM MEETING MINUTES

(e) The following questions were asked:

Commanders are requesting AUL lists to show dollar value (\$), along with 7 day allowed quantity and max usage (past 12 month ordering history).

Why are JEMMS waste manifests not showing "expired material" in the nomenclature field when picked up from the waste generators, normally it only shows the product name?

What is the 10% charge that's added on the material cost for?

Did the NAVAIR shelf life extension (requiring 3rd party) get resolved?

Can AUL listing incorporate shelf life codes, so units can utilize when determining shelf life extensions?

The previous JEMMS contract did not include battery procurement. Can JEMMS support units SL-3 supply demands?

Environmental Coordinators have noticed materials at unit lockers without the JEMMS barcode labels (e.g. Spray paints and batteries).

If JEMMS has outstanding barcodes (issued material not returned), is new material requests stopped until the outstanding products are returned?

UERS are not receiving copies of JEMMS locker manager checks. Why is FMO on Schwab not getting checked?

Why is JEMMS issuing above AUL quantities?

Answers to these questions are contained in enclosure (2)

i. Events. STEP and WEBCASS training took place on January 18 and 19. Environmental Compliance Evaluation (ECE) has been rescheduled for mid June 2012.

j. The meeting adjourned at 1000. Next Core Team meeting will be held in March 2012. The Core Team meeting minutes will be distributed to Core Team members and other interested parties. Core Team members are reminded to brief their chain of command on all Core Team activities.

3. The Core Team point of contact is (b) (6)
(b) (6)

EMS Coordinator, (b) (6)



EMS CORE TEAM MEETING

7 December 2011

CEEMRB

- Commander's Environmental and Energy Management Review Board met on 1 Dec
- Annual senior management review of EMS
 - Iwakuni, Fuji, and MARFORPAC participated via VTC
- MCIPAC Policy was reviewed and will be forwarded for signature
- Proposed FY12 objectives and targets were approved and published
- Minutes will be distributed soon

Requested CEEMRB to:

- Emphasize the following to your units:
 - Maintain clean, well managed hazardous material storage and hazardous waste accumulation areas
 - Clean small spills quickly; call 911 for large spills
 - Properly dispose of all waste prior to deployment
 - Support recycling program in living and work areas, especially in barracks
- Maintain close contact with your camp/station environmental staff

Issues Discussed at CEEMRB

- CG wants quarterly meetings with Commanders beginning in March
 - Meetings will assist Commanders in the very vital areas of Environmental Protection and Energy Conservation
 - Note: Should we combine the UCAB, QRP Committee, and EMS Core Team into a single “Sustainability Board” to meet on a quarterly basis?
- 40% of waste from MCB Butler going to landfill can be recycled.
- A/C Shutdown beginning soon (Dec-Mar)

FY12 EMS Objectives & Targets

Objective	Target
1. Reduce the impact of solid waste generation	<p>1. Divert 50% of non-hazardous solid waste from the waste stream by FY15 (FY12 Target: 44%)</p> <p>2. Divert 60% of construction and demolition debris from the waste stream by FY15 (FY12 Target: 54%)</p>
2. Reduce electricity use in buildings	<p>1.Reduce energy intensity of facilities by 37.5% by FY20 using FY03 as baseline (FY12 Target: 3% reduction from FY11)</p>
3. Reduce vehicle air emissions and fuel consumption	<p>1. Reduce use of petroleum products by vehicle fleets by 30% by FY20 using 2005 as baseline (FY12 Target: 3% from FY11)</p>
4. Reduce the impact of HAZMAT storage and usage	<p>Reevaluate the HAZMAT Authorized Use List (AUL) process</p>

Environmental Compliance Evaluation (ECE)

- FY12 Benchmark ECE – MCB Butler, MCAS Futenma
 - Conducted by HQMC on a 3-year cycle
 - Dates: 25 Jan – 10 Feb
 - Purpose: Assess the Command's environmental compliance status and recommend appropriate corrective/preventive actions or improvements
 - Process:
 - Review documentation
 - Interview personnel
 - Conduct field/site visits
 - Scope: Evaluate based on requirements from JEGS, OEBCD, and Marine Corps policy for each environmental media area

PAI Transition to WEBCASS

- WEBCASS Practice inventory

LEGEND	
Green = Practice not in FY12 PAI (can be deleted)	
WEBCASS Practice (new)	PRISM Practice (old)
Acid cleaning	
Aircraft combat training	Aircraft takeoff and landing
Aircraft GSE operation and maintenance	Aircraft GSE O&M

PAI Transition to WEBCASS

- FY12 unique Practice inventory

LEGEND
Yellow = Practices have been transferred to PAI WEBCASS list
White = Practices which still need to be transfer to a PAI WEBCASS list

PRISM PRACTICE
Aboveground storage tank (Fuel storage)
Aboveground storage tank (Fuel storage)
Aboveground storage tank (Fuel storage)
Aboveground storage tank (Fuel storage)
Aboveground storage tank (Fuel storage)
Aboveground storage tank (Fuel storage)
Aboveground storage tank (Fuel storage)
AFFF system O&M
AFFF system O&M
AFFF system O&M
AFFF system O&M
AFFF system O&M
AFFF system O&M
Aircraft fluid change
Aircraft fluid change
Aircraft fluid change
Aircraft fluid change
Aircraft fluid change
Aircraft fluid change
Aircraft GSE O&M
Aircraft parking
Aircraft parking

Document Update

- Completed this quarter
 - EMP 3.1.1 Temporary Fire Hydrant Water Use Permit Form
 - EMP 3.2.4 RP Test Form ver 2
 - EMP 13.3 Protected Species in CTA and JWTC Vol. 1
 - EMP 13.3.1 Protected Species in CTA and JWTC Vol. 2
 - EMSP 11.3 Reportable Spill Roster ver 3
 - EMP 1.1 Continuity Binder ver 3
 - EMP 1.3.1 Env App Ltr ver 3
 - EMP 3.2.7 Application for Certification Form
 - EMP 13.7 Cane Toad Flyer
 - EMP 4.13 WWTP Operator Training SOP ver 3
 - EMSP 2.1 Legal and Other Requirements ver 3
 - EMP 7.2 Festivals & Unit Functions SOP Ver 3
 - EMSP 5.1.1 Objectives and Targets ver 8

Document Update

- Currently being updated
 - EMSP – 09.4 ECC Final Exam
 - EMSP-9.5.1 ECC Refresher
 - EMP-01.2 ECPSOP
 - EMSP-09.1 Comprehensive Environmental Training & Education Plan
- Cancelled this quarter
 - EMP 13.5 Protected Animals in CTA and JWTC
 - EMP 7.11 "Used Cooking Oil Disposal" flyer
- Emergency Response Plans still in draft
 - MCBJO 5090.2A, Spill Prevention & Response Plan
 - Site Specific Spill Plans
 - SPCC Plans
 - Tsunami SOP
 - OHSPCP

REDUCTION OF HAZARDOUS WASTE



Team Lead: ^{(b) (6)}

2 Dec 2011

Team Members

- *Project Sponsor:* ^{(b) (6)} (G-F Deputy)
- *Team Lead:* ^{(b) (6)} G-F EAB)
- *Black Belt:* ^{(b) (6)} (G-F EAB) - PCS'd, Aug 11
- *Green Belt:* ^{(b) (6)} (G-F EAB)
- *Team* ^{(b) (6)}



Define

Measure

Analyze

Improve

Control

PROBLEM:

MCB Butler generated approx 37K lbs per year of expired HM for disposal

GOAL

1. Reduce expired Hazardous Material (HM) disposal by 12% by procuring and managing HM efficiently
2. Ensuring the command uses greener products within 12 months
3. Reevaluate HM Authorized User's List (AUL) procurement process for Major Subordinate Commands (MSC) and tenants



REDUCE THE GENERATION OF HAZARDOUS WASTE

Date Initiated: 7 Apr 2011
Revision Date:

Type of Event: Process Improvement

Organization: (b) (6)

Project Champion:

Project Sponsor:

Engineer Division

Benefit Case: Completion of this project will result in the reduction of material procurement and volume of Hazardous Waste (HW) disposal.

Problem Statement: MCB Butler generated average of approx 37,000 lbs of expired excess Hazardous Material (HM) for disposal in CY08-10. Currently, there is no formal process to evaluate induction of new products when the unit orders HM within USMC on Okinawa. Also, excess HM can be reused only when the customer declares the item as excess HM which results in expired HM go directly to the HW stream.

Goal Statement: To reduce expired HM disposal by 12% by procuring and managing HM efficiently and ensuring the command uses greener products within 12 months. Reevaluate AUL procurement process for Major Subordinate Commands and tenant organizations.

Project Scope: Starting point is generation of AUL Adjustment Form by unit.
End point is determination of HW for disposal or recycle.

In Scope: Expired excess HM that has been disposed of as hazardous properties or recycle.

Out of Scope: HW that is not derived from expired excess HM.

Project Plan:

- Define: 8 Apr 2011
- Measure: 29 Apr 2011
- Analyze: 20 May 2011
- Improve: 10 Jun 2011
- Control: 1 Jul 2011

Team Selection:

Role	(b) (6)	Utilization	Start	End
Team Leader				
Black Belt				
Green Belts				
Team Member				
Team Member				
Team Member				
Team Member				
Team Member				
Team Member				

Define

Measure

Analyze

Improve

Control

Data Collection

- Excess/Expired HM* (EPA Code G11) generated from MC Installations on Okinawa

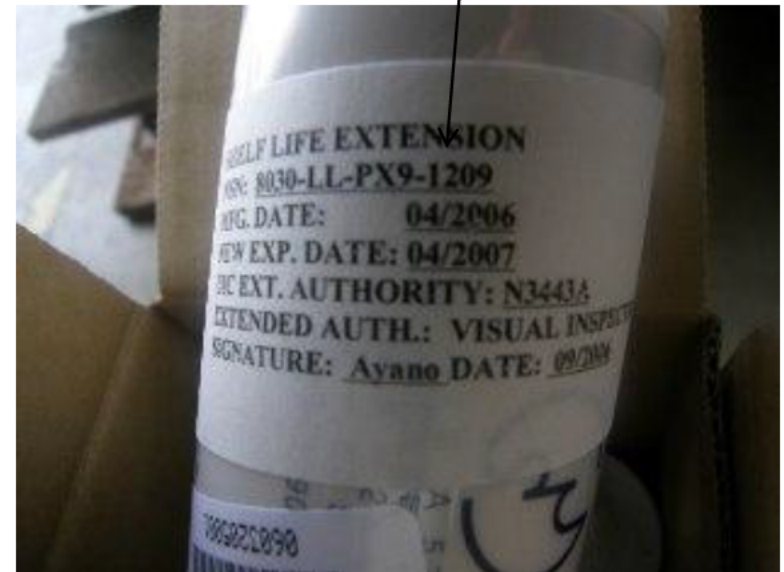
Expiration date

- CY08: 33,684 lbs
- CY09: 41,899 lbs
- CY10: 36,047 lbs

Average: 37,210 lbs per year

- FY11: 65,185 lbs

*Paints, Sealants, Adhesives, Lubricants,



Batteries

EMS Core Team 7 Dec 2011

Define

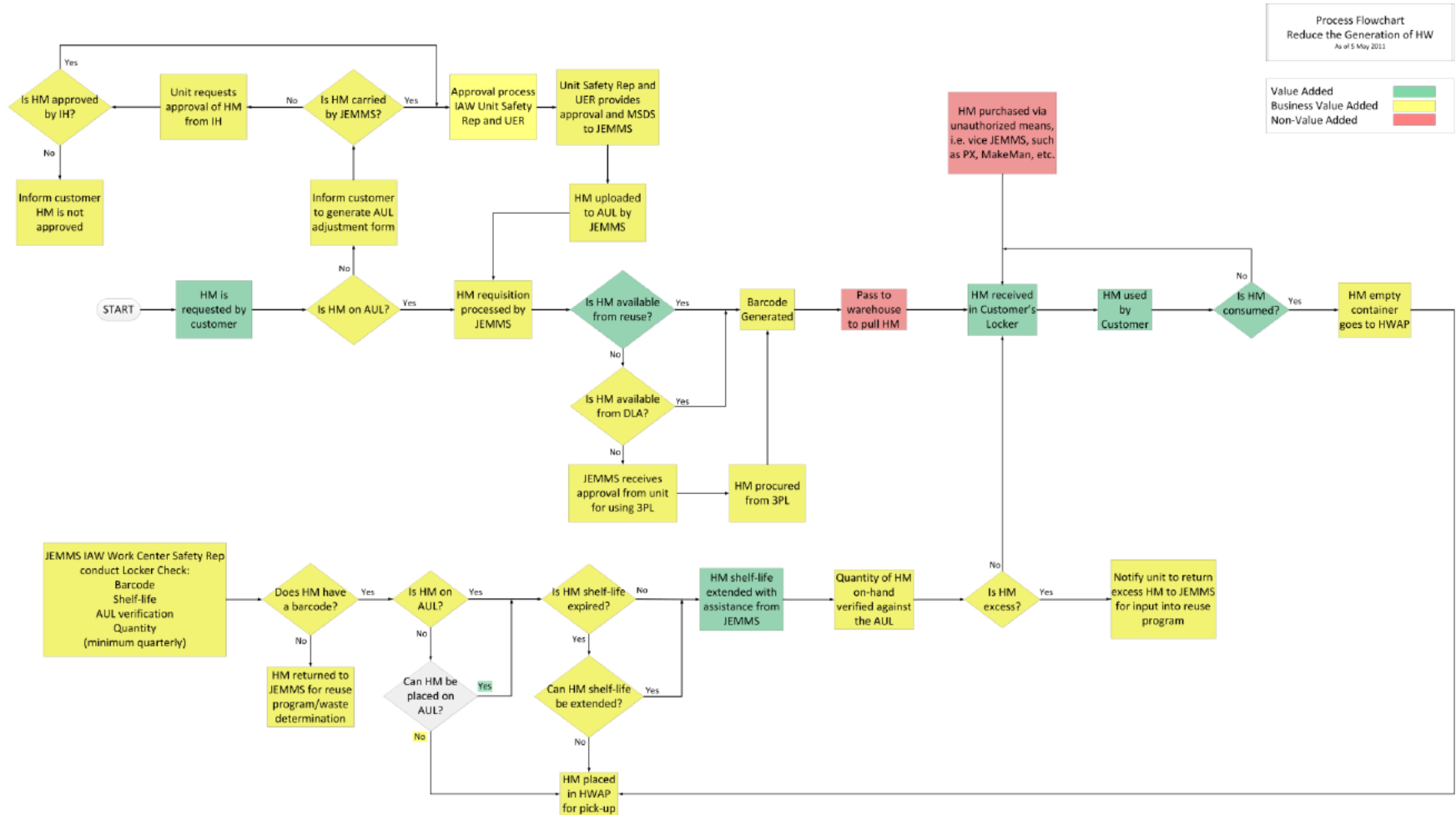
Measure

Analyze

Improve

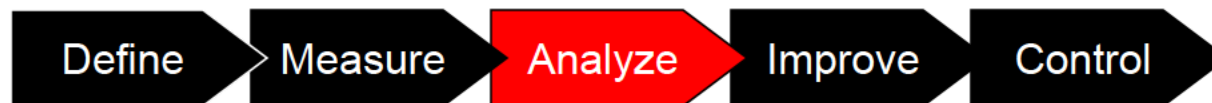
Control

Value Stream Map

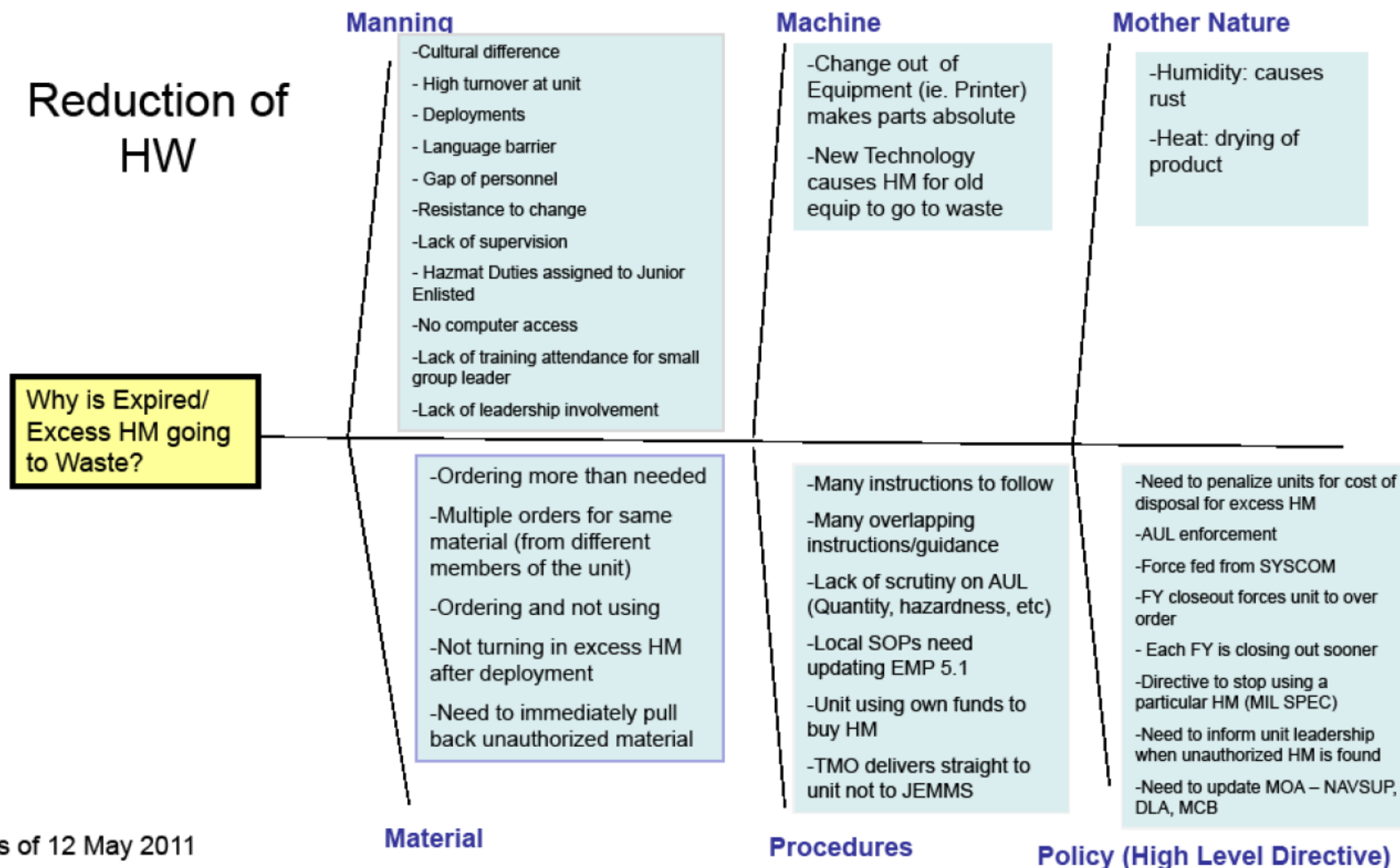


Accomplishments

- Used LSS Tools to Identify Potential Failure Mode
 - Fish Bone
 - Failure Mode & Effects Analysis (FMEA)
- Data Analysis (HW Data, HW Disposal Cost)
- GEMBA:
 - Base Motor Pool, MEDLOG, MCCS FMB, Comm Units, JEMMS
- Finalized Recommendations



Tool: Fishbone Analysis



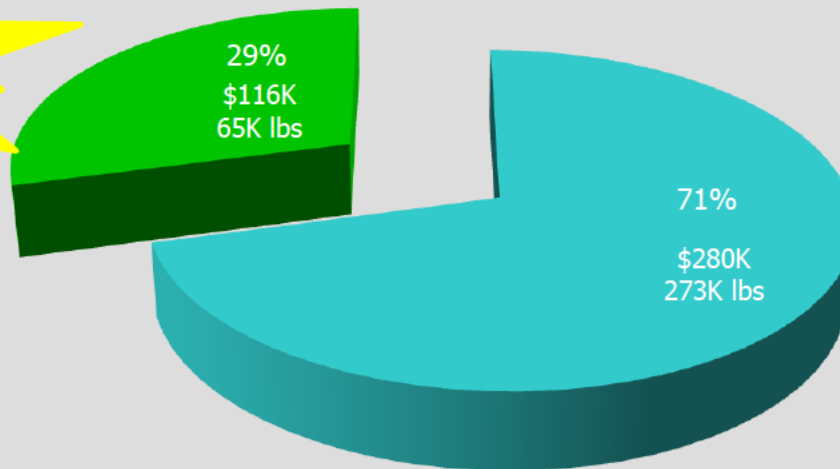
As of 12 May 2011

Enclosure (1)

FY11 Hazardous Waste (HW) Total Disposal Weight & Cost

338,211 lbs = \$396,233.62

PLUS
Procurement
Cost \$\$\$



PLUS JEMMS
Service
Charge
\$\$\$

Define

Measure

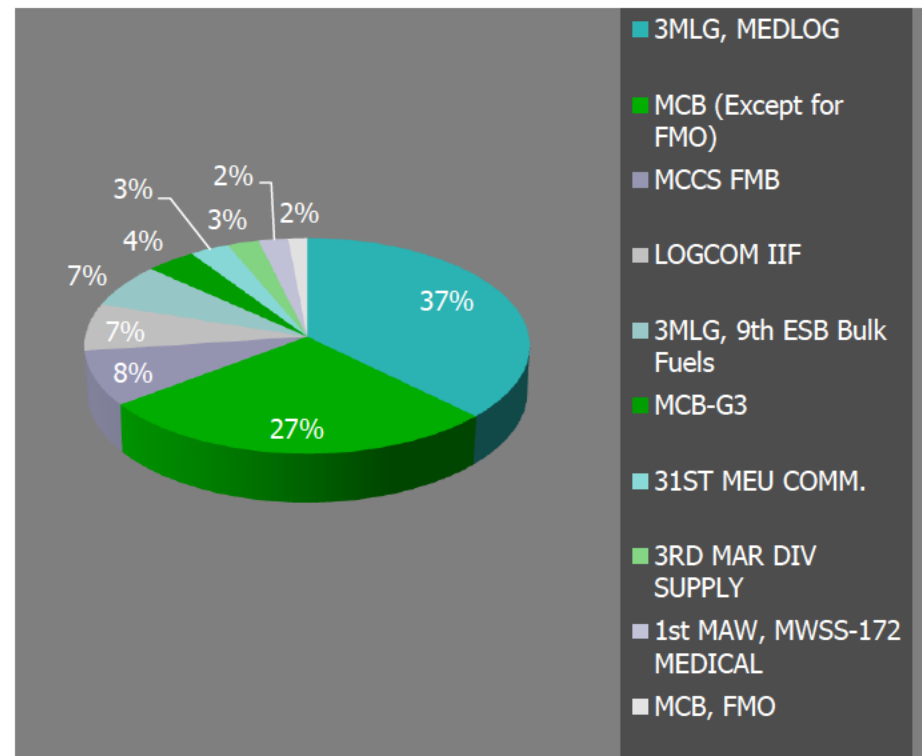
Analyze

Improve

Control

FY11 Top 10 Expired HM Generators by Unit

	Unit	Disp. Cost	Total WT (lbs)
1	3MLG, MEDLOG	\$ 39,849.93	14,092
2	MCB	\$ 29,207.71	16,463
3	MCCS FMB	\$ 8,781.91	10,355
4	LOGCOM IIF	\$ 7,550.92	4,154
5	3MLG, 9th ESB Bulk Fuels	\$ 7,097.39	5,223
6	MCB-G3	\$ 4,204.32	4,524
7	31ST MEU COMM.	\$ 3,322.91	1,549
8	3RD MAR DIV SUPPLY	\$ 2,638.56	956
9	1st MAW, MWSS-172 MEDICAL	\$ 2,495.76	1,276
10	Enclosure (1)	\$ 1,592.46	820



FY11 Top 10 Expired HM by Commodities

	CLIN	Name	Disp. Cost	Total WT
1	J2301	PAINT RELATED MATERIAL	\$ 15,176.10	10,206
2	J1102	CALCIUM HYPOCHLORITE	\$ 14,720.85	4,252
3	J1103	SCOURGE, INSECTICIDE	\$ 13,350.73	5,270
4	J1105	QUIKCLOT - HEMOSTATIC AGENT	\$ 10,002.82	5,263
5	J1301R	ALKALINE BATTERIES	\$ 9,729.03	4,353
6	J4301/J4301A	AQUEOUS FILM FORMING FOAM - 6%	\$ 8,862.50	6,409
7	J2102/J2202	ADHESIVES, ADHESIVES & SEALING COMPOUNDS	\$ 7,293.84	9,002
8	J1321	MALATHION, INSECTICIDE	\$ 7,085.37	2,293
9	J1303	NON-RECHARGEABLE LITHIUM BATTERIES	\$ 3,114.70	2,139
10	J1101	M291 DECONTAMINATION KITS	\$ 2,316.70	3,323

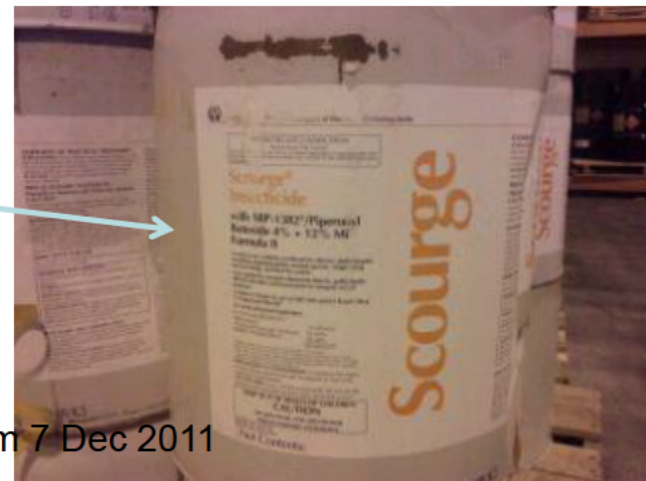
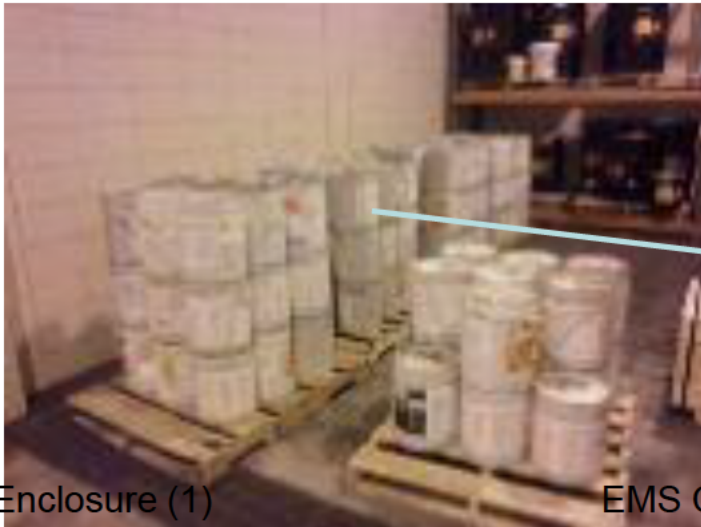
GEMBA

Expired material

MALATHION!!!!



Insecticides.....



GEMBA



Expired HM
turned in to
JEMMS



Enclosure (1)

EM



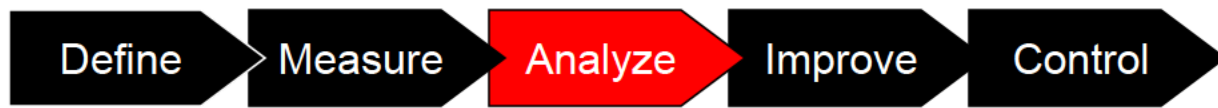
8

GEMBA (Comm Unit)

- Expired batteries not on AUL
- Stored in a Non-Approved HM Storage



**Total Wt: 1100
lbs Disp Cost:
\$2600 (Alkaline
only)**



Areas of Evaluation

- What Are Causes of Expired HM?
- Why Units Are Exceeding AUL Limits?
- Why AUL Quantity Rising?
- Who is NOT Utilizing JEMMS?
- What Are Causes of Unauthorized HM Procurement?

What are causes of Expired HM?

- Ordering more than needed
- Lack of HM shelf-life management within Work Center
- Not turning in excess HM to JEMMS
- Outside (Non-JEMMS supplied) procured HM cannot be extended due to:

- Lack of manufacture info
- Manufactured dates missing
- Expiration dates missing



- Inability to determine what material type (i.e. Type I, II)

Who is not utilizing JEMMS?

- MEDLOG
 - Receiving HM force-fed by NAVSUPSYSCOM
- MCCS
 - BO 5100.31A allows Non Appropriate Fund (NAF) activities to follow local NAF regulations for HM procurement
- Comm Units (ie., CAB, RECON)
 - Ordering batteries/material through the Unit Supply
 - Received batteries force-fed by HQMC

Why Units are exceeding AUL Limits?

- Easy to change AUL 7-day Qty
- Not turning in excess HM after deployment
- Ordering but not using
- HM force fed from higher HQs

Why AUL Quantity Rising?

- No formal procedures within MC installations on Okinawa to evaluate induction of new products when the unit orders Hazmat thru JEMMS
- Ordering Hazmat more than what the unit needs for 7 days

Current AUL Adjustment Form

JEMMS AUL ADJUSTMENT FORM

From: _____ Date: _____

To: JEMMS Center

Subj: HAZARDOUS MATERIAL AUTHORIZATION REQUEST

1. Request the following hazardous material(s) be added to _____ UNIT Authorized Users List (AUL):

National Stock Number: _____

Nomenclature: _____

7 Day Qty: _____

2. Justification: (Explain how this material will be used along with safety measures being utilized to mitigate any harmful effects associated with the material use).

Items not stocked by JEMMS

3. Justification: (Explain why this material can not be substituted by a stock product of such a product exists).

4. Hazardous Material currently being utilized by unit/activity.

National Stock Number: _____

Nomenclature: _____

Form EMed-4466-2, Rev B, 07/06/07. File Name: J0531466-2AULAdj.doc

5. Industrial Hygienist: (Statement supporting the unit/activity utilizing the HAZMAT requested).

6. Material Safety Data Sheet must be attached to unit request for submission and approval.

7. Recommendation: Approval/Disapproval (circle)

Unit Environmental Coordinator:

Print: _____

Sign: _____

Phone Number: _____

Approval/Disapproval

Safety Representative:

Print: _____

Sign: _____

Phone Number: _____

Approval/Disapproval

Industrial Hygienist:

Print: _____

Sign: _____

Phone Number: _____

Approval/Disapproval

Unit Safety/Env
rep can approve
their own AUL

Unit Safety/Env
rep can approve
their own AUL
request

What Are Causes of Unauthorized HM Procurement?

- Deployments
- High Turnover at unit
- Lack of Supervision
- Ordering through supply channels (bypassing JEMMS)
- Borrowing HM from other units



48 5-gal Corrosive Material (Dive Sorb Pro) ordered thru the unit supply channel

Define

Measure

Analyze

Improve

Control

Recommendations

• Implement approving process with new AUL form

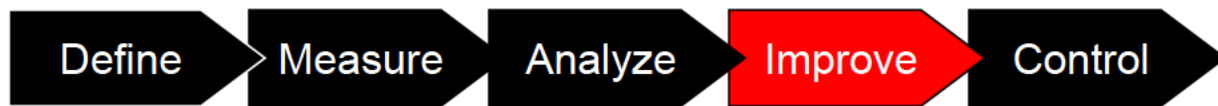
• Added Unit Commander (Designated Official), ISO & Environmental for AUL Approving Process

• Initial weekly approval meetings for AUL's (ISO, ENV, IH)

New AUL Adjustment Form

JEMMS AUL ADJUSTMENT FORM		JEMMS AUL 調整申請書	
1. Type of Request 申請の種類 Material Not Included by JEMMS 2000 2000年度適用除外		2. If "Other," specify 「その他」 具体的に	
3. If "One-Time Use" is selected in item 1, this adjustment will expire on (MM/DD/YYYY). 「一回のみ」と選択した場合、本調整事項は期限を置いて下さい。		4. MGSN Number MGSN番号 "MGSN must be provided to this form for items not included by JEMMS" 本欄にMGSNを記入して下さい (JEMMSに適用されない場合のみ)	
SECTION I: REQUESTER INFORMATION 申請者情報			
5. Name/Name 申請者氏名 敬称	6. Title 内職	7. Email Address Eメールアドレス	
8. Command/MSC 部隊	9. Unit 部隊	10. Contacting No. キャンパ/連絡番号	
SECTION II: MATERIAL INFORMATION 依頼物情報			
11. Material Name 品名	12. NCM 品番	13. M/L SPEC 仕様/スペック	
14. Material will be used for: 使用目的			
15. Name of Material Being Requested, if applicable 代理申請品の品名		16. NCM Item Being Requested, if applicable (代理申請品の品番)	
17. Frequency of Use 使用回数 If "Other," specify 「その他」の場合、具体的に書いてください		18. Assembly/Repair Frequency 組立/修理頻度 If "Other," specify 「その他」の場合、具体的に書いてください	
19. Proposed Display Usage 希望するディスプレイ用途		20. Use If "Other," specify 「その他」の場合、具体的に書いてください	
SECTION III: SUPPORTING DOCUMENTS 添付書類			
21. Document/Title No. 添付書類のタイトル番号	22. Request-Mk. 請求番号	23. Page	
SECTION IV: PROCESS PERFORMANCE			
24. Is this Request for a New Material or Process in This Shop? これは新規品、新規工程に関する申請ですか、あるいは既存品/工程に関する申請ですか? If "Yes," specify 「はい」の場合、具体的に書いてください。 (例: 新システム、新機)			

SECTION V: UNIT CERTIFICATION 申請者単位による認証			
25. Unit Commander's Name (Last, First, MI) 申請者単位長氏名		Rank/Grade 階級	DSN 内職
Email Address Eメールアドレス		Signature "Certify that the requested material is required as stated above." 署名 「私は申請品が上述通り必要であることを証明します。」	
26. or Designated Official Name (Last, First, MI)		Rank/Grade 階級	DSN 内職
Email Address Eメールアドレス		Signature "Certify that the requested material is required as stated above." 署名 「私は申請品が上述通り必要であることを証明します。」	
SECTION VI: REVIEW 審査			
27. JEMMS COORDINATOR REVIEW (CAMP FORMER, BLDG 1011) 安全衛生による評価			
<input type="checkbox"/> Notified 通知 <input type="checkbox"/> Notified with The Notification Label in Remarks Below 下欄備考欄に付記 <input type="checkbox"/> Not Authorized 承認不可 Remarks: 備考:			
JEMMS Coordinator's Name (Last, First, MI) JEMMS 調整員氏名		Rank/Grade 階級	DSN 内職
Email Address Eメールアドレス		Signature/Date (MAY/DOYY) 署名/日付	
28. INDUSTRIAL HYGIENIST REVIEW (CAMP FORMER, BLDG 1011) 産業衛生による評価			
<input type="checkbox"/> Notified 通知 <input type="checkbox"/> Notified with The Notification Label in Remarks Below 下欄備考欄に付記 <input type="checkbox"/> Not Authorized 承認不可 Remarks: 備考:			
Industrial Hygienist's Name (Last, First, MI) 産業衛生士氏名		Rank/Grade 階級	DSN 内職
Email Address Eメールアドレス		Signature/Date (MAY/DOYY) 署名/日付	
29. ENVIRONMENTAL ENGINEER REVIEW (CAMP FORMER, BLDG 1011) 環境衛生による評価			
<input type="checkbox"/> Notified 通知 <input type="checkbox"/> Notified with The Notification Label in Remarks Below 下欄備考欄に付記 <input type="checkbox"/> Not Authorized 承認不可 Remarks: 備考:			
Env. Engineer's Name (Last, First, MI) 環境衛生士氏名		Rank/Grade 階級	DSN 内職
Email Address Eメールアドレス		Signature/Date (MAY/DOYY) 署名/日付	
JEMMS REVIEW (CAMP FORMER, BLDG 1011) JEMMSによる評価			
JEMMS Center Rep (Last, First, MI) JEMMS 中心員氏名		Rank/Grade 階級	DSN 内職
Signature/Date (MAY/DOYY) 署名/日付		Remarks: 備考:	



Recommendations

- Update BO5100.31A, SOP 9
 - MCCS activities must use JEMMS for HM Procurement (NAVMC DIR 5100.8)
- Improve HM Management
 - AUL, Shelf Life, Force-fed HM
 - Frequent HM Locker Inspections by Units/MSCs/Base Safety
- Charge units for cost of disposal for expired HM due to mismanagement

Define

Measure

Analyze

Improve

Control

Implementation Plan

Reduction of HW Implementation Plan

2-Dec-11

Implementation Plan					
No.	Task	Action	Status	Due Date	POC
1	Create New AUL Form	Consolidate comments and finalize new AUL form	In progress	Dec-11	████████
2	Implement new AUL Form	Distribute the new AUL form to all JEMMS customers, and ensure they understand how the new form will be routed by different offices.	In progress	Jan-12	████████████████
3	Revise BO 5100.31A, SOP 9	Consolidate comments and finalize SOP 9	In progress	Jan-12	████████
4	AUL Review Board	Initiate AUL Review Board meeting with Safety & IH, and ensure the command uses greener products within 12 months	In progress	Dec-12	████████
5	Expired HM Data Call	Provide expired HM data breakdown by items and units to ENV	In progress	Quarterly (Dec, Mar, Jun); Monthly (Jul-Sep)	████████████████
6	Improve HM management	Develop HM management checklist and oversee HM program (AUL, shelf-life, excess HM, etc)	Waiting for Safety's response		████████████████
7	Enhance Work Center Locker Visit	Submit a copy of HM deficiencies to ISO/Futenma Safety Office, and follow up by ISO/Futenma Safety	Waiting for Safety's response		████████████████ ████
8	Reduce HM Force-fed by higher HQs	Work with MSC levels (Supply, UERs)	In progress	Sep-12	████████
9	Ensure all units use JEMMS 100%	Check with UERs/Unit Safety Reps during the Env inspections/Safety Walk thru. Communicate each other for any deficiencies.	On-going	On-going	ENV/ISO/JEMMS

Reduction of Hazardous Waste

Questions?



Enclosure (1)

Conclusion

- Upcoming events:
 - STEP/WEBCASS training 18 -19 Jan
 - Environmental Compliance Evaluation (ECE)
Will be conducted 25 Jan – 10 Feb
 - Next Core Team meeting – March 2012
- Will send minutes to all
- Please brief your chain of command
- Thank you!

**Subject: Q & A Resulting in CORE Team briefing for HW Reduction (Lean Six Sigma)
Briefing on 7 December 2011**

A follow on meeting was conducted with the JEMMS site manager and QAE on the same day at 1330 hours. The below answers are representation of JEMMS provided by the acting P2 manager. JEMMS has reviewed the below questions and answers for clarity on 17 January 2012.

Q1. Commanders are requesting AUL lists to show dollar value (\$), along with 7 day allowed quantity and max usage (past 12 month ordering history).

A1. JEMMS cannot provide specific cost per units AUL due to current system constraints within RHICS and feels this will show inaccurate funding data since material unit prices fluctuate daily with 3PL issue and occasionally with DLA issued products. However JEMMS has provided a master material snapshot including cost from the day the report was generated. Commanders and units may utilize this report to establish a rough cost estimate on total overall material in their inventory. JEMMS reinstates this report is only a snapshot on the current day it was provided and should not be utilized to determine fiscal year budgeting forecasts.

Q2. Why are JEMMS waste manifests not showing “expired material” in the nomenclature field when picked up from the waste generators, normally it only shows the product name?

A2. Material turned in from the generators requires more research when they arrive back at the JEMMS Waste processing facility. JEMMS personnel will determine if the product can have the shelf life extended, still meets its intended purpose without contamination, and placed in Re-use if applicable. If the material does not meet the required shelf life requirements, it will then be classified as expired material and processed accordingly through waste disposal. Quarterly reports will be distributed to the HW program manager and Environmental budget technician for all expired material that was processed for waste disposal.

Q3. What is the 10% charge that's added on the material cost for?

A3. This is a material handling charge (insurance) to cover the customers and JEMMS from loss, damaged, or shortages resulting from transportation. Without this coverage a customer could be responsible for a damaged drum of material plus the cost of reordering a replacement. This fee is currently stipulated within the current JEMMS Statement of Work (SOW). Prior to this current contract, the fee was 26% for material with a \$1.41 VAC fee on waste pickup, plus contract cost. Operating under the current SOW customers are only obligated for the 10% material fee and contract cost.

Q4. Did the NAVAIR shelf life extension (requiring 3rd party) get resolved?

A4. Discussions have been made with NAVAIR and the Contracting Officer Representative, but no changes have been made to current policy. Customers are responsible for shelf life management as stated in MCBO 5090.31A SOP 9.

Q5. Can AUL listing incorporate shelf life codes, so units can utilize when determining shelf life extensions?

A5. JEMMS recommends that the unit HAZMAT rep use either FEDLOG or WEBFLIS in obtaining the proper shelf life code for specific materials. FEDLOG requires access via NMCI. WEBFLIS can be accessed at anytime; just do a search on the web. JEMMS locker managers will assist the customers with using FEDLOG or WEBFLIS if requested.

Q6. The previous JEMMS contract did not include battery procurement. Can JEMMS support units SL-3 supply demands?

A6. Yes, the contract has developed over the years and JEMMS can support all unit HAZMAT requirements. JEMMS manages two material stock warehouses, one at Kinser and the other is at Hansen. As long as the unit or command works with JEMMS personnel on required material and quantities, they can develop a proper stock inventory to support their mission. Customers can also discuss wartime demands and time deliveries with the current JEMMS COR.

Q7. Environmental Coordinators have noticed materials at unit lockers without the JEMMS barcode labels (e.g. Spray paints and batteries).

A7. JEMMS provides bar code labels on all material issued prior to leaving the distribution warehouse. If an item does not have a bar code, it may have come from a deployment package and the unit did not return the materials back to JEMMS. The unit may have procured the material outside of the JEMMS supply system (unauthorized procurement). The only materials that would not have barcodes directly on would be batteries; these items would have the barcode affixed to the box. Units and Environmental Coordinators should always challenge material deliveries to ensure products have proper tracking barcodes adhered to them. Pictures of materials missing barcodes can be forwarded to the HW manager, P2 manager, or directly to the JEMMS QAE.

Q8. If JEMMS has outstanding barcodes (issued material not returned), is new material requests stopped until the outstanding products are returned?

A8. Yes, all new issuance will be held until material barcodes are returned and units are within their 7 day AUL quantities. However, supply officers can provide justification to JEMMS management to obtain material over the listed AUL to support mission requirements. This problem should be resolved with the start of the AUL review board. All AUL adjustments will need to be reviewed and approved by the ISO HAZCOM manager, P2 manager, and USNH IH prior to JEMMS taking action.

Q9. UERs are not receiving copies of JEMMS locker manager checks. Why is FMO on Schwab not getting checked?

A9. JEMMS locker checks are only forwarded to UERs, ISO, and/or Environmental staff if the deficiency has not been corrected on the next visit. Locker checks have been accomplished on FMO at Schwab. Copies of the last 6 month locker checks have been distributed to all Environmental Coordinators for review. JEMMS wants to re-instate that the locker checks are not inspections, and that the appropriate base office should conduct HAZMAT locker inspections accordingly. Locker

checks are for JEMMS personnel to interface with customers to ensure program awareness and to report back to the COR that material services have been rendered.

Q10. Why is JEMMS issuing above AUL quantities?

A10. JEMMS personnel will only issue over AUL quantity if the supply officer sends a mission demand request to JEMMS management. Normally this is accomplished in conjunction with upcoming PM schedules or deployment readiness.

ATTENDANCE ROSTER
CORE TEAM MEETING
7 December 2011

	NAME	SIGNATURE	UNIT	PHONE	E-MAIL
(b) (6)					

ATTENDANCE ROSTER
CORE TEAM MEETING
7 December 2011

(b) (6)	NAME	SIGNATURE	UNIT	PHONE	E-MAIL
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ATTENDANCE ROSTER
CORE TEAM MEETING
7 December 2011

(b) (6)

NAME	SIGNATURE	UNIT	PHONE	E-MAIL
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